

NOTICE OF BUSINESS TRANSFER

[On employer's letterhead]

[date]

[Name of Trade Union / Employee Representative]
[address]

Dear Sir / Madam:

Re: *Transfer of the Business of [Name of Company] to [Name of Transferee]*

This letter will serve as notice under Regulation 10 of the Transfer of Undertakings (Protection of Employment) Regulations 1981 (the 'Regulations') to inform you of a proposed transfer of the business of [Name of Company] (the 'Company') to [Name of Transferee] (the 'Transferee').

It is proposed that the transfer will take place on or about _____ *[insert date]*. The reason for the transfer is _____.

The proposed transfer will affect the employees listed in the attached Schedule. By law, the affected employees will, by virtue of the operation of the Regulations, transfer their existing terms and conditions of employment and with continuity of employment for statutory and contractual purposes. *[State whether there will be any social or economic impact from the transfer, such as loss of pension rights.]*

THIS IS A 2-PAGE FORM.